

## Contracting Officer's Technical Representatives Available Training Providers (Revised March 2006)

| Vendor   | Available Courses   |
|--|---|
| <p><a href="#">Defense Acquisition University</a><br/>9820 Belvoir Road<br/>Fort Belvoir VA 22060-5565<br/>(866) 568-6924<br/><a href="mailto:dauhelp@dau.mil">dauhelp@dau.mil</a></p> | <p><i>Free Online Classes from DAU</i><br/><a href="https://learn.dau.mil/html/clc/Clc.jsp">https://learn.dau.mil/html/clc/Clc.jsp</a></p> <p>The following free courses should be taken to meet Govworks 40 hour COTR training requirement</p> <ul style="list-style-type: none"> <li>• <a href="#">CLC 106, COR Course, (8CLPs)</a></li> <li>• <a href="#">CLM 024, Contracting Overview, (8 CLPs)</a></li> <li>• <a href="#">CLM 012, Scheduling, (12 CLPs)</a></li> <li>• <a href="#">CLC 013, Performance-Based Services, (6 CLPs)</a></li> </ul> <p>Choose a combination of the courses below to complete the remaining 6 hours of this requirement.</p> <ul style="list-style-type: none"> <li>• <a href="#">CLC 007, Contract Source Selection, (1 CLP)</a></li> <li>• <a href="#">CLC 010, Proper Use of Non-DoD Contracts, (1 CLP)</a></li> <li>• <a href="#">CLC 006, Contract Termination, (2 CLPs)</a></li> <li>• <a href="#">CLC 011, Contracting for the Rest of Us, (2CLPs)</a></li> <li>• <a href="#">CLE 003, Technical Review, (3 CLPs)</a></li> <li>• <a href="#">CLC 004, Market Research, (3 CLPs)</a></li> <li>• <a href="#">CLC 018, Contractual Incentives, (3 CLPs)</a></li> <li>• <a href="#">CLM 013, Work Breakdown Structure, (6 CLPs)</a></li> <li>• <a href="#">CLM 014, IPT Management &amp; Leadership, (8 CLPs)</a></li> </ul> <p><u>Instructions:</u></p> <ol style="list-style-type: none"> <li>1. Click on the DAU link: <a href="http://www.dau.mil">http://www.dau.mil</a></li> <li>2. Click on 'Continuous Learning' on the left hand side of the homepage.</li> <li>3. Choose to register for continuous learning modules.</li> <li>4. Select your organization type from the list on the next page.</li> <li>5. Follow the instructions given for your organization or click on the highlighted bubble/button link in the upper right corner labeled: 'DAU continuous learning – click here'.</li> <li>6. Follow the registration instructions.</li> </ol> |

| Vendor  | Available Courses   |
|---|---|
| <a href="#">Federal Acquisition Institute</a><br>703-322-9565 x 151<br><a href="mailto:faikc@meridianksi.com">faikc@meridianksi.com</a>   | <b>If COTR/COR certificate of eligibility is about to expire a Refresher course is required:</b><br>COR Refresher Training (8 hours)<br><br>1. <a href="#">Fully complete registration.</a><br>2. Then click on "Learning Center"<br>3. Click on "Course Information & Enrollment"<br>4. Then insert COTR as a keyword search |
| Additional Vendors  | Other Class Options:  |
| <a href="#">Management Concepts Incorporated</a><br>8230 Leesburg Pike, Suite 800<br>Vienna, VA 22182<br>(703) 790-9595<br><a href="mailto:info@mgmtconcepts.com">info@mgmtconcepts.com</a>   | <a href="#">COR Course</a> (40 hours)<br><a href="#">COR/COTR Refresher</a> (8 hours)<br><a href="#">Writing Performance-Work Statements</a> (24 hours)<br><a href="#">Cost Estimating for Technical Personnel</a> (24 hours)   |
| <a href="#">Houseman &amp; Associates</a><br>Washington D.C. area<br>(703) 690-4105<br><a href="mailto:dhouseman@his.com">dhouseman@his.com</a>   | Contract Management for COTRs (24 hours)<br>Contracting for COTRs (40 hours)<br>Task Manager Training (16 hours)<br>Federal Contracting Basics (24 hours)<br>COTR Managers (8 hours)<br>Performance-based Work Statements (24 hours)  |
| <b>Department of Interior</b><br><a href="#">DOI University - Departmental Learning Centers</a> <ul style="list-style-type: none"> <li>▪ Albuquerque, NM</li> <li>▪ Anchorage, AK</li> <li>▪ Denver, CO</li> <li>▪ Fairbanks, AK</li> <li>▪ Golden, CO</li> <li>▪ Reston, VA</li> <li>▪ Sacramento, CA</li> <li>▪ Seattle, WA</li> <li>▪ Washington, DC</li> </ul> <a href="mailto:DOIUonline@nbc.gov">DOIUonline@nbc.gov</a> | <a href="#">Contracting Officer's Representative Course</a><br><a href="#">CORs/COTRs Basic Certification (40 hours)</a><br><a href="#">COR/COTR Refresher (8 hours)</a>  |
| George Washington University<br><a href="#">ESI International</a><br>4301 Fairfax Drive, Suite 800<br>Arlington, VA 22203<br>(703) 558-3000 (Press 2)<br><a href="mailto:info-reg@esi-intl.com">info-reg@esi-intl.com</a>   | <a href="#">The COR and COTR Training Program</a> (24 hours)<br><a href="#">Contracting for Project Managers</a> (24 hours)<br><a href="#">Performance-Based Service Contracting</a> (24 hours)<br><a href="#">Writing Statements of Work: The heart of any contract</a> (24 hours)   |
| <a href="#">J&amp;K Associates, Inc.</a><br>607 Otterbein Ave.<br>Dayton, Ohio 45406-4507<br>(800) 706-6242   | Contracting Officer's (Technical) Representative (COR/COTR) Training (Initial) (40 hours)<br><a href="#">Contracting Officer's (Technical) Representative (COR/COTR) Training (Refresher) (8 hours)</a>   |

| Vendor  | Available Courses  |
|---|--|
| <a href="#">Northwest Procurement Institute, Inc.</a><br>P.O. Box 1328<br>Edmonds, WA 98020<br>(425) 776-0414<br><a href="mailto:npi@npi-training.com">npi@npi-training.com</a>   | <a href="#">COR/COTR Certification Course</a> (40 hours)<br><a href="#">Level I - COR/COTR Inspector Workshop</a> (24 hours)<br><a href="#">Level II - COR/COTR - Workshop</a> (24 hours)<br><a href="#">Level III - COR/COTR Seminar</a> (16 or 24 hours)<br><a href="#">COR/COTR Refresher Seminar</a> (8 or 16 hours) |
| <a href="#">Treasury Acquisition Institute</a><br>Internal Revenue Service<br>Constellation Centre<br>6009 Oxon Hill Road<br>Oxon Hill, Maryland 20745<br>(202) 283-1674  | Contracting Officer Technical Representative (40 hours)  |
| <a href="#">US Army Logistics Management College (ALMC)</a><br>2401 Quarters Road<br>Fort Lee , VA 23801-1705<br>(804) 765-0007   | Contracting Officers Representative Course (40 hours)  |
| <a href="#">USDA Graduate School</a><br>Career Planning & Development Prog.<br>600 Maryland Ave., SW, Room 106<br>Washington, DC 20024-9194<br>(202) 314-3300<br><a href="mailto:customerservicecenter@grad.usda.gov">customerservicecenter@grad.usda.gov</a> | <a href="#">Contracting Basics for COTRs</a> (24 hours)  |

For additional information regarding required GovWorks COTR training,  
contact Brian Conn @ [Brian.Conn@mms.gov](mailto:Brian.Conn@mms.gov) or 703.787.1178